Header Section

¬▼General Information —		
Document Name :		Bank Account : >
Record Date :		Replacement:
Budget FY :		
Fiscal Year :		
Period :		
Document Description :		
Actual Amount :		
Closed Amount :		
Closed Date :		
┌ ▼ Additional Amounts —		
Retainage Amount :	Wi	thholding Amount :
Discount Amount :		Intercept Amount :
Penalty/Interest Amount :	Default Inte	rcept Fee Amount :
	Supplementary Inte	
		Payment Amount :
-▼Extended Description -		
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Extended Description :		
		▼

Vendor Section

Vendor Customer: Legal Name: Alias/DBA: Vendor Contact Name: Vendor Contact Phone: Address Code: Address Line 1: Address Line 2: City: Fax: Fax: Fax Extension: Zip: Country: Country: Disbursement Options Disbursement Priority: Disbursement Priority: Disbursement Type: Disbursement Format: Single Payment: Percent 1: Discount Always 1: Discount Always 3: Discount Always 4: Discount Always 4: Discount Always 4:	▼ General Information —	
Alias/DBA: Vendor Contact Phone: Address Code: Vendor Contact Phone Ext.: Address Line 1: Vendor Contact Email: Fax: Fax Extension: Web Address http://: City: Fax Extension: Web Address http://: Zip: County: Schedule Payment Options Disbursement Category: Medium Million Code: M	Vendor Customer :	Vendor Contact ID :
Address Code: Address Line 1: Address Line 2: City: Fax: Fax Extension: State: Zip: Country: Country: Disbursement Options Disbursement Priority: Disbursement Priority: Disbursement Type: Disbursement Format: Single Payment: Pay Third Party: Days 2: Percent 2: Discount Always 4:	Legal Name :	Vendor Contact Name :
Address Line 1: Address Line 2: City: Fax: Fax: Fax Extension: Web Address http://: Zip: Country: Country: Country: Country: Disbursement Options Disbursement Category: Disbursement Priority: Disbursement Priority: Disbursement Type: Disbursement Format: Single Payment: Pay Third Party: Discount Always 1: Days 2: Percent 2: Discount Always 3: Discount Always 4:	Alias/DBA:	Vendor Contact Phone :
Address Line 2: City: State: Web Address http://: Zip: Country: Country: Country: Schedule Payment Date: Disbursement Priority: Disbursement Type: Disbursement Format: Single Payment: Pay Third Party: Discount Always 1: Days 2: Percent 2: Discount Always 4: Discount Always 4:	Address Code :	> Vendor Contact Phone Ext. :
City: State: Web Address http://: Zip: Country: Country: Disbursement Options Disbursement Category: Schedule Payment Date: Disbursement Priority: Disbursement Type: Disbursement Type: Disbursement Format: Single Payment: Pay Third Party: Discount Terms Days 1: Days 2: Days 3: Discount Always 4:	Address Line 1 :	Vendor Contact Email :
State: View Address http://: Zip:	Address Line 2:	Fax:
Zip: Country: Country: Disbursement Options Disbursement Category: Schedule Payment Date: Disbursement Priority: Disbursement Type: Disbursement Type: Disbursement Format: Single Payment: Pay Third Party: Discount Terms Days 1: Days 2: Percent 1: Discount Always 1: Discount Always 3: Discount Always 3: Discount Always 4:	City:	Fax Extension :
County: County: Disbursement Options Disbursement Category: Schedule Payment Date: Disbursement Priority: Disbursement Type: Disbursement Type: Disbursement Format: Single Payment: Pay Third Party: Discount Terms Days 1: Days 2: Percent 2: Discount Always 3: Discount Always 4:	State :	Web Address http://:
✓ Disbursement Options Disbursement Category: > EFT Status: Schedule Payment Date: Handling Code: Disbursement Priority: > Taxpayer Id: Disbursement Type: Taxpayer Id Type: Disbursement Format: > Pay Third Party: Single Payment: Percent 1: Discount Always 1: Discount Always 2: Days 2: Percent 2: Discount Always 3: Discount Always 4:	Zip:	
Disbursement Options Disbursement Category: Schedule Payment Date: Disbursement Priority: Disbursement Type: Disbursement Format: Single Payment: Discount Terms Days 1: Days 2: Days 3: Percent 3: Discount Always 4:	Country:	
Disbursement Category: Schedule Payment Date: Disbursement Priority: Disbursement Type: Disbursement Format: Single Payment: Pay Third Party: Days 1: Days 2: Days 3: Percent 2: Discount Always 3: Discount Always 4:	County:	
Schedule Payment Date: Disbursement Priority: Disbursement Type: Disbursement Format: Single Payment: Pay Third Party: Days 1: Days 2: Percent 2: Discount Always 1: Discount Always 3: Discount Always 4: Discount Always 4:		EFT Status :
Disbursement Priority: Disbursement Type: Disbursement Format: Single Payment: Days 1: Percent 1: Days 2: Days 3: Percent 3: Discount Always 4: Discount Always 4:		Handling Code:
Disbursement Type: Disbursement Format: Single Payment: Pay Third Party: Discount Always 1: Days 2: Days 2: Days 3: Percent 3: Discount Always 4: Discount Always 4:		On Line Disbursement Rqst :
Single Payment: ☐ Pay Third Party: ☐ Pay Third Party: ☐ Pays 1: ☐ Discount Always 1: ☐ Days 2: ☐ Discount Always 2: ☐ Days 3: ☐ Discount Always 3: ☐ Discount Always 4: ☐		Taxpayer Id :
Days 1: Percent 1: Discount Always 1: □ Days 2: Percent 2: Discount Always 2: □ Days 3: Percent 3: Discount Always 4: □	Disbursement Format : >	Taxpayer Id Type :
Days 1 : Percent 1 : Discount Always 1 : □ Days 2 : Percent 2 : Discount Always 2 : □ Days 3 : Percent 3 : □ Discount Always 3 : □ Discount Always 4 : □ □ □ □	Single Payment∶ □	Pay Third Party : 🔲
Days 1 : Percent 1 : Discount Always 1 : □ Days 2 : Percent 2 : Discount Always 2 : □ Days 3 : Percent 3 : □ Discount Always 3 : □ Discount Always 4 : □ □ □ □	¬ Discount Terms	
Days 2: Discount Always 2: Discount Always 3: Discount Always 3: Discount Always 4: Discount Always 4: Discount Always 4: Discount Always 5: Disco		Discount Always 1 : □
Days 3: Discount Always 3: Discount Always 4: Discount Always 4: Discount Always 4: Discount Always 5: Disco		Discount Always 2 :
Discount Always 4 : □		Discount Always 3 : 🗖
Days 4: Percent 4:	Days 4: Percent 4:	Discount Always 4 :

Accounting Section

- ▼ General Information -			
Event Type :	>	Budget FY :	
Accounting Template :	>	Fiscal Year :	
Г		Period :	
Line Description :		Bank:	>
<u> </u>		Vendor Invoice Number :	
Line Amount :		Vendor Invoice Line :	
Reserved Funding :	▼	Vendor Invoice Date :	iii
Line Closed Amount : Line Closed Date :		Tracking Date :	i
Ref Line Amount :		Check Description :	
		Special Instructions Code :	>
		Disbursement Frequency : Billing Profile :	
-▼Reference			
Ref Doc Code :	F	Ref Vendor Line :	
Ref Doc Dept :	RefC	ommodity Line :	
Ref Doc ID :	Ref /	Accounting Line :	
		Ref Type :	
_ ▼ Fund Accounting —			
Fund :	Objec	t: OBSA:	
Sub Fund :	Sub Objec	t: Sub OBSA:	
Department :	Revenue	Dept Object :	
Unit:	Sub Revenue	Dept Revenue :	
Sub Unit :	BSA	\:	
Appr Unit :	Sub BSA	\:	

_ ▼ Detail Accounting ———			
Location :	Reporting :	Major Program :	
Sub Location :	Sub Reporting :	Program :	
Activity :	Task:	Phase :	
Sub Activity :	Sub Task:	Program Period :	
Function :	Task Order :		
Sub Function :			
▼ Service Dates			
Service From Date : Service To Date :			
¬▼ Additional Amounts			
Retainage Amount :	WithHolding Amount:		
Discount Amount :	Intercept Amount :		
Penalty/Interest Amount :	Default Intercept Fee Amount :		
	Supplementary Intercept Fee Amount :		
	Payment Amount :		

Posting Section

Run Time/Date: Budget FY: Record Date: Fiscal Year: Journal Posting: Period: Budget Posting: Post Pair ID: Bank Account: Line Amount: BSA Type Indicator: Posting Amount: OBSA Type Indicator: Closed Amount:

_ ▼ Fund Accounting -		
Fund:	Cabinet:	BSA:
Sub Fund :	Department :	Sub BSA:
Object:	Unit:	OBSA:
Sub Object :	Sub Unit:	Sub OBSA:
Object Category :	Appr Unit :	Dept Object :
Revenue :	Appr Category :	Dept Revenue :
Sub Revenue :	Internal Fund :	
Revenue Category :	Internal Sub Fund :	
	Internal Dept :	

_ ▼ Detail Accour	nting ———	
Location :	Reporting:	Major Program :
Sub Location :	Sub Reporting :	Program :
Activity:	Task:	Phase:
Sub Activity:	Sub Task:	Program Period :
Function :	Task Order :	Funding Profile:
Sub Function :		Stage Profile :
		Funding Priority:
		Funding Line: